

Graduate Partnerships Program Graduate Student Training Program Application Directions

The following information pertains to completing the application for admission into the Graduate Partnerships Program (GPP). The same application is used for students applying for initial entry into a Ph.D. program (Prospective Graduate Students) and for current Ph.D. students applying to do dissertation research at NIH (Current Graduate Students). Please take a moment to review this information before completing the application. Contact the GPP if you have any additional questions or concerns: phone 301-594-9605 or email gpp@nih.gov.

Points to Consider Before Submitting an Electronic Application

The on-line application stores submitted information in a database that uses a text editor. Unlike word processing programs, text editors have several limitations on formatting options. Please follow these guidelines as you complete the on-line application:

- 1) DO NOT place a 'hard-return' at the end of each line in a paragraph. The text editor is capable of word wrapping.
- 2) To designate paragraphs left justify the paragraph and use a space (hard return) between paragraphs.
- 3) The text editor does not readily accept characters used in bullet lists. Use numbers or upper-case characters of the number keys to highlight lists: ~, -, *, etc...
- 4) You will need to write out symbol names such as: alpha, beta, etc...because the text editor does not accept symbols.
- 5) Line and character limits include spaces between words and empty space at the end of a paragraph. Text beyond the limits may not be viewed on-line or printed in the hardcopy.
- 6) Some fields may have both a pull-down menu and a text box appearing to the right of, or directly below. Use the pull-down menu if you can. If your information isn't on the list, you may simply type it in the text box. The text box should be used instead of, not in addition to, the pull-down menu.
- 7) Some fields will scroll to accommodate more text. Use the arrow keys to scroll right and left.
- 8) Do not type in all capital letters.

Provided below is a listing of each component of the application and additional information about submitting the required information for that field.

Cover letter

This region of the application is designed to briefly provide information not included in the other application areas such as lapses in education or explanations of a poor semester or grade. The cover letter should be no more than 1-2 short paragraphs. The character limit for the cover letter is 3500 characters including spaces.

Current Ph.D. graduate students should use this field to submit names of NIH Investigators that have been identified as having similar research interests; include name and NIH Institute or Center for each investigator.

Personal Information

The information requested in this section is used to establish methods for contacting you and determine your eligibility for a partnership program. A few examples of the fields include: name, date of birth, citizenship, current address, and permanent address. The field “country of citizenship” is required.

Partnership Programs for Admission

The GPP has numerous partnership programs available to prospective and current graduate students. A complete list and description of each partnership is available by navigating through the GPP website (<http://gpp.nih.gov>).

Scientific Discipline Interests

Indicate your research interests by selecting up to three of the following research areas (list in order of preference):

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| – Aging & Related Disorders | – Imaging & Neuroimaging |
| – Alcohol & Drug Abuse | – Immunology |
| – Allergy | – Infectious Diseases other than Virology |
| – Animal Models & Pathology | – Medicinal Chemistry / Radio Chemistry |
| – Bioinformatics & Computational Biology | – Membrane Physical Chemistry |
| – Biomedical Engineering | – Molecular & Cellular Biology |
| – Cancer & Oncological Sciences | – Muscular / Skeletal / Skin Sciences |
| – Cardiovascular Sciences | – Neuroscience & Degenerative Diseases |
| – Dental & Craniofacial | – Nursing / Biobehavioral Research |
| – Developmental Biology / Reproduction | – Pharmacology / Physiology |
| – Digestive / Kidney Diseases | – Psychiatry / Mental Health |
| – Endocrinology & Reproduction | – Psychology & Behavioral Sciences |
| – Environmental Sciences / Toxicology | – Pulmonary / Respiratory Diseases |
| – Epidemiology/Population Studies/Biostatistics | – Sensory Biology & Balance |
| – Gene Therapy & Genetic Diseases | – Structural Biology |
| – Genetics and Human Genome | – Virology / Vaccine Development |
| – Hematology | – Health Disparities |

University – Educational Background

All fields pertaining to undergraduate and graduate (if applicable) education should be completed for each university/college attended even if you did not obtain a degree from the institution. These fields include: name of university, department/program, academic major, academic minor or second major, dates attended, and degree granted/anticipated, if any. Official copies of transcripts from all colleges and universities attended must be submitted to the GPP. Please, no staples.

Standardized Examinations

Unofficial copies of standardized examinations scores must be submitted to complete the application. Copies may be submitted by mail or fax.

GRE General Test is required for all programs for prospective Ph.D. students. MCAT may be substituted for University of Cambridge and University of Oxford programs.

References

Choose references that are familiar with your educational training and especially your prior research experience. At the time of submission an automatic email message is sent to each reference requesting a letter of recommendation be sent to the GPP on your behalf. The automatic email message contains directions on submitting the recommendation letter electronically. Periodically contact each of your references to ensure receipt of the automatic message and confirm submission of a recommendation letter. Hardcopies of the recommendation letters are not needed if an electronic letter has been sent.

References for current Ph.D. graduate students must include:

- A letter from the department / program chair must approve your intentions of doing dissertation research in NIH Laboratories.
- A recommendation letter from university research advisor.
- A recommendation letter from another university professor.

Under the Privacy Act of 1974, you have the right to access the information contained within a recommendation unless you have waived such access. For each reference, your response about waiving access to each letter of recommendation is required. Your references will be given your response to waiving access to the letter of recommendation.

Resume Components

This section of the application contains the following fields: research interest, publications & presentations, awards/honors, extracurricular activities, employment history, and personal statement/research proposal. Carefully review each component and adhere to the space limitations.

Research experience

A brief description of current and previous research experience should be included in this section. This is a very important part of your application so be sure it adequately describes the research questions you have studied, not just the techniques you have performed. The character limit for this field is 8500 characters, including spaces.

Publications & Presentations

Provide a list of publications, presentations, and abstracts. Provide the following information about each publication/presentation:

Publications: Authors, Title, Journal, Volume, and Pages

Presentations: Authors, Title, Conference/Seminar, and Year

The character limit for this field is 4000 characters, including spaces.

Awards / Honors

List all awards and honors received during undergraduate and/or graduate education. Awards and honors received prior to undergraduate education should not be included. For ease of review, please start each award/honor at the beginning of a line in a list. Leadership activities such as Student Council and similar activities should be listed. The character limit for this field is 4000 characters, including spaces and a line limit of 23.

Extracurricular Activities

List your major extracurricular activities during undergraduate and/or graduate education. For ease of review, please start each award/honor at the beginning of a line in a list. The character limit for this field is 4000 characters, including spaces and a line limit of 23.

Personal Statement / Research Proposal

This section should be used to answer the following questions about your career goals:

- Why are you interested in graduate school and research?
- What is it about research that makes it enjoyable for you?
- What have you done to prepare yourself for graduate school especially in gaining research experience?
- Why do you wish to enroll in a Graduate Partnerships Program? Or, why do you wish to perform dissertation research in the NIH laboratories?

Current Ph.D. graduate students should use this section to provide details about the type of research and dissertation project you would like to perform at NIH.

The character limit for this field is 13,000 characters, including spaces.

Optional Statistics

Questions asked in this section are used only for statistical purposes. Only the GPP has access to the responses. Responses are not used during the admission process and reviewers cannot see your responses. Questions include the following:

- Race/ethnicity: *American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic Origin; Hispanic; White, not of Hispanic Origin*
- Gender: *Female; Male*
- Marital status: *Single; Married; Widowed; Divorced*
- Disability – select one or more: *None; Deaf; Convulsive Retardation; Blind; Mental/Emotional Illness; Mental Retardation; Missing Extremities; Partial Paralysis; Severe Distortion of Limb/Spine; Complete Paralysis; Not Listed*
- Recruiting – How did you learn about the GPP: *Email Message; Exhibit at Conference; Friend; Poster/Flier; Professor/Researcher; Teacher/Advisor; other*

Correspondence

Questions/concerns and supplemental material for the application should be submitted to the address below. Recommendation letters must be received directly from your references, electronically.

Graduate Partnerships Program
ATTN: Application Material
National Institutes of Health
2 Center Drive: 2 / 2E06
Bethesda, Maryland 20892-0234

Fax Number: 301-594-9606
Main Number: 301-594-9605
Email: gpp@nih.gov